



DEVELOPMENT SERVICES DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT: Expedite Program Policy and Procedure

EFFECTIVE: October 24, 2011

REVISED: November 15, 2013

PURPOSE:

The purpose of this policy is to make available to qualified projects the option of expedited discretionary and/or ministerial approval/permit processing on a full cost recovery basis.

POLICY:

Projects satisfying any one of the eligibility criteria listed below qualify under this program:

Eligibility Criteria

1. Affordable housing - Projects meeting or exceeding on-site affordable housing unit(s) requirements without in-lieu fees or credits.
2. Projects meeting or exceeding CalGreen Tier II or a recognized third-party green building certification program such as LEED and Build-it-Green that are 30% or more energy efficient than the current California energy efficiency standards (use at least 30% less Time Dependent Valuation energy).
3. Economic development projects
Project that ...
 - a) Generate 20 or more jobs in any class and pay 33% of their employees above the County median (currently at \$52,500).
 - b) Generate 10 or more jobs in the manufacturing/assembly sector.
 - c) Demonstrate retail sales of \$10m (sales tax of \$100k) or more, or have a history of locations that generate \$5,000 per square foot.
 - d) Generate 10 or more jobs in the following industries:
 - i) Construction supply; lumber, roofing, plumbing, hardware, nursery.. etc.
 - ii) Full-service restaurants (sit-down with alcohol sales).
 - iii) Retail categories at the bottom 50% of per capita sales tax generation as compared to county average.
4. Projects that utilize adaptive reuse of existing structures - Adaptive reuse promotes conservation by reusing entire buildings, important structural or architectural features, and/or construction materials in the development of new uses. While adaptive reuse is typically associated with preservation of historic or potentially historic buildings, it may



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also apply to other uses. Reuse of a building that is not consistent with existing zoning or adjacent uses in the area would not be considered under the expedite program.

Discretionary Approval

In April 2010, a new submittal process was established that provides an optional process for reviewing discretionary applications prior to formal submittal in order to streamline project review. This optional process encourages applicants to go through a Pre-Application and Pre-submittal meeting prior to submitting a formal application for review by multiple City Departments. If the optional process is not elected, the City maintains the 30-day completeness check review as allowed by the State's Permit Streamlining Act.

For Discretionary approvals under the Expedite Program, the Pre-Application and Pre-submittal meeting will be mandatory rather than optional. A Project Manager will be assigned based on the Qualified Project Type (see 1-4 above). The designated Project Manager will facilitate the Pre-Application process.

The following is a summary of the Pre-Application and Pre-submittal process. A complete description is provided at:

http://www.chulavistaca.gov/City_Services/Development_Services/Planning_Building/PDF/OFFICIAL_Pre-SubmittalProcessGuide_000.pdf

The Pre-Application process enables applicants to obtain preliminary information to prepare their project prior to submittal, ensures a complete application is submitted, and can prevent delays during the review process after the project has been submitted. The pre-application review will determine general processing timeframes, allow an opportunity to identify issues early on, and provide entitlement processing fees/deposits. The Pre-application is subject to a separate fee per the Master Fee Schedule.

Following the Pre-Application process and once the application is ready for submittal; a Pre-Submittal meeting is scheduled with the Project Manager to review one set of plans prior to preparation of a full application package. One copy of a completed application form, a set of the project plans and other documents (previously specified by the Project Manager) are provided at the meeting. The purpose of the meeting is to verify that the application package includes all the necessary information required for processing the request as outlined in the application checklist.



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The completeness check ensures that a project application is complete before multiple copies are produced and routed to City Departments. The Project Manager will conduct the completeness check of the application package. Once the application is deemed complete, the application and projects plans are routed for review by City Departments and outside agencies, if applicable.

The Project Manager will provide a single point of contact for the project, resolve conflicts if they arise and will facilitate the review process from start to finish, including ministerial permits if requested to be expedited. The Project Manager will ensure that the City's project reviews are completed by established due dates.

Ministerial Permits

1. Established turnaround times are reduced by 50% for the initial review and rechecks (including grading, improvements, maps and landscape review). The project will be monitored to make sure the expedite timelines are met.
2. The permit application will be charged time and a half of the Plan Check Fee.
3. After hours and weekend inspections will be made available for an additional cost and based on staff availability.
4. Concurrent processing will be allowed when reasonable.

PROCEDURE:

Discretionary Approval

1. The applicant submits a completed application to the Project Manager assigned to the project; Expedite Program Application Form 4573.
2. The Project Manager forwards the application to the qualifying Division staff based on the eligibility criteria selected on the application.
3. The qualifying Division staff reviews the application and confirms qualification. If not qualified, he/she denies the request, explains the reason(s) for denial, signs and returns the application to the Project Manager.
4. If qualified, the qualifying Division staff signs and returns the application to the Project Manager.
5. The Project Manager inserts a "Notice" in Permits Plus under the parcel number indicating that the project is approved for expedited processing.
6. Project is processed as described above in the "Policy -Discretionary Approval" section. If the project also requests expedite for the ministerial permit, follow steps 9 through 16 below.



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Ministerial Permit

7. Applicant submits completed application prior to project submittal; Expedite Program Application Form 4573. Staff forwards the application to the appropriate division based on the eligibility criteria selected on the application.
8. The qualifying Division staff, based on the eligibility criteria selected on the application, reviews the application and confirms qualification. If not qualified, he/she denies the request, explains the reason(s) for denial and notifies the applicant.
9. If qualified, the qualifying Division staff signs the application and forwards it to the Project Manager assigned to the Expedite Program.
10. The Project Manager distributes a copy of the application to a pre-established distribution list (scan and email is recommended) to confirm staff availability and available capacity.
11. All disciplines confirm staff availability and available capacity to the Project Manager within two (2) business days.
12. The Project Manager initials the application indicating approval and inserts a "Notice" in Permits Plus under the parcel number indicating that the project is approved for expedited processing.
13. At permit application, the DST charges 1.5 Plan Check Fee, routes the project using expedite workflows and special colored routing sheet.
14. The DST sends an email notifying discipline supervisors/managers that an expedited project has been routed.
15. Recheck submittals are routed using expedite recheck workflows and the same special colored routing sheet and email notification.
16. The Project Manager is responsible for coordination oversight and monitoring.



Development Services Department

Expedite Program Application

Form 4573

Date Created: 10/24/11 Last Revised: 10/15/13

Project Name:		Assessor Parcel number(s):	
Project Address:		Application Number (if available):	
Project Description:			
Anticipated Date of Application Submittal (Staff/capacity availability is based on this date).			Date:
Requesting Expedite Review For: <input type="checkbox"/> Discretionary Approvals <input type="checkbox"/> Ministerial Permits <input type="checkbox"/> Both			
Eligibility Requirements. The project is eligible for the expedite program based on the following: <input type="checkbox"/> The project meets or exceeds on-site affordable housing unit(s) requirements without in-lieu fees or credits. (Housing) <input type="checkbox"/> The projects meets or exceeds CalGreen Tier II or a recognized third-party green building certification program such as LEED and Build-it-Green that are 30% or more energy efficient than the current California energy efficiency standards (use at least 30% less Time Dependent Valuation energy). (Building) <input type="checkbox"/> The project generates 20 or more jobs in any class and pays 33% of their employees above the County median (currently at \$52,500). (Econ. Dev.) <input type="checkbox"/> The project demonstrates retail sales of \$10 million (sales tax of \$100,000) or more, or has a history of locations that generate \$5,000 per square foot. (Econ. Dev.) <input type="checkbox"/> The project generates 10 or more jobs in the following industries: (Econ. Dev.) <input type="checkbox"/> Manufacturing/assembly sector. <input type="checkbox"/> Construction supply; lumber, roofing, plumbing, hardware, nursery.. etc. <input type="checkbox"/> Full-service restaurants (sit-down with alcohol sales). <input type="checkbox"/> Retail categories at the bottom 50% of per capita sales tax generation as compared to county average. <input type="checkbox"/> The project utilizes adaptive reuse of existing structure(s). While adaptive reuse is typically associated with preservation of historic or potentially historic buildings, it may also apply to other uses. Reuse of a building that is not consistent with existing zoning or adjacent uses in the area is not eligible for the expedite program. (Planning)			
Applicant's Acknowledgement and Agreement: By my signature below, I hereby request expedited processing through the City's Expedite Program and agree to meet the eligibility requirements as indicated above. I acknowledge that to expedite discretionary review(s), the Pre-Application and Pre-Submittal meetings are mandatory. I further acknowledge that in order to expedite the review of ministerial permit applications, the application will be charged time and a half (1.5) of the Plan Check Fee. I further acknowledge and agree that at any time during the processing of my project, should I revise the scope of work so that the project is no longer eligible for the Expedite Program, 1) my project will be removed from the Expedite Program, 2) my application will be closed, 3) expended monies will not be refunded, and 4) I will be required to resubmit a new application and shall be subject to all applicable fees and regulations in effect on the date of the new application is deemed complete.			
Applicant's Signature:		Applicant's Printed Name:	Date:
Applicant's Phone #:		Applicant's Email:	
For Office Use Only			
Is the project eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No Verified By: _____ Date: _____			
If no, what is the reason?			
Staff Availability & Available Capacity			
Bldg.	<input type="checkbox"/> yes <input type="checkbox"/> No	Verified By: _____	Date: _____
Plng.	<input type="checkbox"/> yes <input type="checkbox"/> No	Verified By: _____	Date: _____
Land Dev.	<input type="checkbox"/> yes <input type="checkbox"/> No	Verified By: _____	Date: _____
Fire	<input type="checkbox"/> yes <input type="checkbox"/> No	Verified By: _____	Date: _____
Other	<input type="checkbox"/> yes <input type="checkbox"/> No	Verified By: _____	Date: _____